



## OFFICE OF COUNCIL SERVICES

Diane E. Hosaka, Director

### POWERS, DUTIES AND FUNCTIONS

The Revised City Charter, approved by the voters on November 7, 1972, authorized the City Council to establish the Office of Council Services (OCS) to assist it in the exercise of its legislative power. (Sec. 3-107.7, RCH.) The charter commission cited this as one of the most important changes affecting the legislative branch of city government. In this regard, the Office was viewed as "a necessary adjunct to and is supportive of the policy-formulation or legislative role of the City Council" and "a tool for decision making — to assist it in analyzing the City's policies and financial programs for their effectiveness and adequacy and in identifying alternative programs and policies and major problems which endanger the public interest and welfare."

The Office of Council Services was created on March 19, 1973, by enactment of Ordinance 4116. (Article 3, Chapter 4, ROH 1990.) It is charged with providing comprehensive research and reference services for the Council, conducting research for the enactment or consideration of legislation, and serving in an advisory or consultative capacity to the Council and its committees.

The voters in the general election of November 7, 1978 further expanded the charter functions of the Office "to represent it (the Council) in court litigation where the dispute is with the Executive Branch and where the Corporation Counsel may represent the Mayor or officers of the Executive Branch."

In 1993, the Council adopted Ordinance 93-26 to designate the office as Revisor of Ordinances.

### SERVICES PERFORMED

With a staff of 20 — a director, an assistant director, five attorneys, eight analysts, one paralegal and four support staff — the Office of Council Services performed the following services:

- Conducted independent research necessary for the enactment of legislation upon the request of the Council.
- Provided assistance to the Council's standing committees, subcommittees, and advisory committees by conducting background research, gathering pertinent data, and serving as resource persons to the committees.
- Analyzed executive branch proposals, programs, bills, and reports at the request of the Council.
- Provided legal research and advice at the request of the Council.
- Prepared bills and resolutions requested by councilmembers.
- Analyzed, prepared amendments for, and monitored execution of the city's operating and capital budgets.
- Provided information to individual councilmembers by letter, memorandum, personal or telephone conferences or electronic communication.
- Supervised the revision, codification and printing of the city ordinances.
- Provided liaison service to the Council regarding access to the city's geographic information system (GIS).
- Served as Revisor of Ordinances and maintained the city's computerized databases for the ROH and manual of policy resolutions.
- Assisted the Council in fulfilling its Hawaii State Association of Counties (HSAC) membership responsibilities.
- Assisted the members of the Council throughout the year when they functioned in their court-appointed role as Trustees of Kapiolani Park.
- Maintained on-line communication with other municipalities through "CouncilLink" as a means of sharing information relevant to cities and counties across the United States.

### MAJOR ACTIVITIES FOR FY 2004-05

#### Research Activities

As the research arm of the City Council, OCS prepared approximately 1,041 written responses to requests for service for FY 2004-05. These responses included: 278 bills, 516 resolutions, and 247 letters, legal memoranda, and statistical and research reports. OCS also provided research and staff assistance to the Council's eight standing committees and legal staff services for the executive sessions of the Executive Matters Committee. In these closed executive sessions, councilmembers considered

matters permitted by Chapter 92, HRS, to be discussed in a closed session and discussed claims against the city where the premature disclosure of information would adversely affect the interests of the city and the public.

OCS continued to volunteer as a budget reviewer for the National Government Finance Officers Association's (GFOA) distinguished budget presentation awards program. The reviews are based on how well an applicant local government's annual budget document meets GFOA criteria relating to the budget as a policy document, financial plan, operations guide and communications device. Since 1990, OCS has been the only representative from the State of Hawaii participating in the awards program. In FY 2005, one OCS analyst served as GFOA budget reviewer. The budgets reviewed in the fiscal year included those of the following jurisdictions and entities, listed by state:

- City of Riverside, California

- Village of Glencoe, Illinois

- Dayton, Ohio

- City of Garland, Texas